

PLANNER

DEFINITION: Under general supervision, performs work of moderate difficulty with responsibility to assist in conducting research, preparing and planning studies, and in explaining to the general public the purpose and process of community planning; performs related work as assigned.

Positions assigned to this series, assist in researching, gathering data, and presenting solutions in one or more of the following program areas; public safety, welfare, housing, transportation, land use, public utility, pollution and other environmental related issues.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides technical support and administrative assistance to program staff and other tribal and non-tribal entities; clarifies and interprets policies, goals and objectives, planning and research activities and proposals; applies specialized knowledge and socioeconomic data to the planning studies; interacts with the public in applying planning requirements and associated regulations to project plans and applications and requests for changes or variances.

Assists in grant applications by researching required areas; gathers and assembles all pertinent data as related to the planning project; makes analysis of data collected and presents recommendation with supporting conclusions and findings; provides technical support to program staff; formulates, defines, clarifies and interprets the policies, goals and objectives, activities of planning, research and proposals.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of planning concepts, principles, techniques and practices of community planning.

Knowledge of the implication of economic, population and sociological trends on community planning.

Knowledge of the social, economic and political makeup of the Navajo Nation.

Knowledge of planning elements involving geographical studies, political science, engineering, architecture, public administration, statistical methods.

Knowledge of data gathering and research techniques.

Skill in computer literacy.

Skill in graphic instructions such as blueprints, layouts, base maps or other visual aids.

Skill in comprehending and making inferences from written materials such as census data, surveys, previously done studies, or government document reports.

Skill to establish and maintain effective working relationships with department heads and other tribal officials.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimal physical effort in an office environment.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience in urban planning, social sciences, engineering or related field.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 1963
Planning and Analysis Series
Planning Group
Overtime Code: Non-Exempt
Pay Grade: 63

PLANNER

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.